

**CITY OF WILDWOOD  
RECORD OF PROCEEDINGS**

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**MEETING OF THE ARCHITECTURAL REVIEW BOARD  
CITY HALL, 16860 MAIN STREET, WILDWOOD, MISSOURI  
October 13, 2016**

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The Architectural Review Board meeting began at 7:00 pm, on Thursday, October 13, 2016, in the Community Room, 16860 Main Street, Wildwood, Missouri.

**I. Welcome and Roll Call**

Chair Hoffmann called the meeting to order and welcomed everyone. The following members were in attendance, as noted:

Present [7]  
Chair Hoffmann  
Vice-Chair Dial  
Secretary Crow  
Board Member Teller  
Board Member Hensic  
Alternate Lindberg  
Commission Liaison Lee

Absent [1]  
Council Liaison Baugus

Staff present: Director Vujnich and Planner Newberry  
City Officials: None  
Petitioners present: Legal Counsel representing McBride and Son Homes; Kevin Hughes, Quest Church; and Mike Whalen, Whalen Custom Homes

**II. Approval of Meeting Minutes from September 8, 2016**

A motion was made by Vice-Chair Dial, seconded by Secretary Crow, for the approval of the September 8, 2016 meeting minutes, as prepared. There being no discussion or changes, the motion passed by a voice vote [5-0].

**III. Agenda Items to be Discussed at Tonight's Meeting**

Director Vujnich respectfully requested the Board consider re-ordering an item under "Other" be moved to be the first item on tonight's agenda.

A motion by Vice-Chair Dial, seconded by Secretary Crow, to make this change to the agenda. The motion passed by a voice vote [5-0].

#### IV. Other – One (1) Item

- a) A discussion item relating to **P.Z. 5 and 5a-98 Greater Missouri Builders, Inc./Cambury Subdivision; McBride & Son Companies**; The Department is requesting the Board provide direction on its action regarding the attached units on Lots 19, 20, 73, and 74, located at the corner of Cambury Lane and Larksong Drive. **(Ward Eight)**

Director Vujnich outlined the zoning history of the Cambury Subdivision and noted the Board had previously approved elevations for the attached units on Lots 19, 20, 73, and 74. He noted the Department's interpretation of the Board's action on these elevations (on May 15, 2015), included the requirement the porches wrap the corner of the façade to mimic the corner attached units adjacent to them. He explained McBride and Son Homes is proposing elevations that do not include porches wrapping the corner, therefore the item is before the Board at tonight's meeting for it to provide direction in this regard.

The general consensus among Board Members was that the requirement to provide porches wrapping the corner was not identified in the previous meeting and was not a requirement of the Board's May 15, 2015 action. It was also noted that, including porches on the corner, would be contrary to the character of attached rowhomes, from an architectural standpoint. Board Members also noted McBride and Son Homes needed to provide elevations that include materials on the side façade that are also incorporated on the front façade, as required by the site-specific governing ordinance.

A motion by Secretary Crow, seconded by Vice-Chair Dial, to not require porches wrapping the corner. The motion passed by a voice vote [5-0].

Director Vujnich respectfully requested the Board to consider re-ordering the second item under "New Business" be moved to the next item on tonight's meeting agenda.

A motion by Secretary Crow, seconded by Member Hensic, to make this change to the agenda. The motion passed by a voice vote [5-0].

#### V. New Business

##### 1. Ready for Action [Two (2) Items]

- a) Review of an outdoor advertising sign in accordance with Chapter 415.450 Outdoor Lighting Requirements – Section D (3.) (f), which states: "Outdoor advertising signs of the type constructed of translucent materials and wholly illuminated from within do not require shielding. Dark background with light lettering or symbols is required, unless otherwise authorized by the Architectural Review Board of the City," for Quest Church; south side of Manchester Road, west of State Route 109 (Locator Number 24V430174/Street Address 17126 Manchester Road); NU Non-Urban Residence District ("Cultural/Institutional" Town Center Designation). **(Ward One)**

Director Vujnich explained Quest Church has submitted a Zoning Authorization Application for a monument sign that would be internally lit at night and create the appearance of a light background with dark lettering or symbols, which is not allowed by the City's Outdoor Lighting Requirements, unless authorized by the Architectural Review Board.

**Kevin Hughes, Quest Church**, introduced himself and presented the church's proposed sign.

No discussion was held among Board Members.

A motion by Vice-Chair Dial, seconded by Secretary Crow, to authorize the sign, as proposed. The motion passed by a voice vote [5-0].

- b) Review of the Architectural Elevations and related materials for an approved single family residential development that is to be located on an eight (8) acre tract of land; west side of Center Avenue, south of Manchester Road; R1-A 22,000 square foot Residence District, with a Planned Residential Development Overlay District (PRD); a total of twelve (12) detached single family dwellings. The review of Architectural Elevations and related materials by the City's Architectural Review Board is a requirement of the site-specific governing ordinance (Ordinance #2088). **P.Z. 21, 22, and 23-14, Stone Mill Subdivision, Whalen Custom Homes. (Ward Eight)**

Director Vujnich described the location of the approved subdivision and outlined the zoning history of the site. He noted the development is not located in the City's Town Center Area, but, given its proximity to that area, the City Council approved the site-specific governing ordinance with the requirement each home be reviewed by the Architectural Review Board. Director Vujnich noted Chair Hoffmann raised some concerns regarding whether the submitted items complied with the applicable professional licensing requirements.

**Mike Whalen, Whalen Custom Homes**, respectfully expressed his belief the items submitted are in compliance with Missouri State Statute. He outlined his company's process regarding building plans and architectural elevations.

Discussion was held among Board Members regarding the items submitted. The Board noted the architect, who sealed and signed the plans, is not present at tonight's meeting, which is a requirement of the Board. Therefore, the Board deferred any consideration to a later meeting date.

A motion by Vice-Chair Dial, seconded by Member Hensic, to postpone this item due to the absence of the architect. The motion passed by a voice vote [5-0].

## 2. Not Ready for Action [No Items]

# VI. Old Business

## 1. Ready for Action [One (1) Item]

- a) Town Center Development Manual's review and update, after the completion of the overall plan's ten (10) year update [approved December 2013]. The Board will review the revised Town Center Plan's Architectural Guidelines document, in its entirety. **(Wards – 1, 4, 5, 6, 7, and 8)**

Director Vujnich noted the Board has completed its initial edits to the Town Center Plan's Architectural Guidelines document. He explained the Department provided the edited Architectural Guidelines document, in its entirety, and outlined the next steps for the Town Center Development Manual's review and update.

Discussion was held among Board Members regarding changes to the screening requirements under the 'Roofs' Section of the Architectural Guidelines. Director Vujnich noted the Department would make the agreed upon changes.

**2. Not Ready for Action [No Items]**

**VII. Public Comment**

**VIII. Closing Remarks and Adjournment:**

Director Vujnich noted the next regularly scheduled meeting will be held on November 10, 2016.

Board Secretary Crow made a motion, which was seconded by Board Member Hensic, to adjourn. The motion was passed by a voice vote [5-0]. The meeting was adjourned at 9:00 p.m.

**Approved by:**

**Date Approved:**

  
Secretary Crow  
City of Wildwood Architectural Review Board

11-10-16